

## **2008 Youth Sport Facility Grant Fund: Program Policies and Project Selection Guidelines**

### **Section I. Introduction and Background: The General Purpose of the Youth Sport Facility Grant Fund**

The King County Council in Ordinance No. 10454, adopted basic criteria to define the purpose of the "Youth Sports Facilities Grant Fund":

1. The funds shall be made available to develop, renovate, or repair sports facilities primarily serving persons under 21 years of age, including those located in low- and moderate-income communities within King County.
2. A sports facility is defined as any structure or field that is intended to be used primarily for athletic purposes.

In addition, the Council requested that this program do the following:

3. Encourage the leveraging of funds from other sources;
4. Hold an annual request-for-proposal (RFP) process that is integrated as much as possible with the Community Development Block Grant (CDBG) Program; and
5. Minimize administrative costs.

### **Section II. Youth Sport Facility Grant Fund: Encouraging Community and Public Partnerships**

Public areas, including undeveloped parks, fields, and school playgrounds, are already the focus of many neighborhood youth athletic activities. In the case of schools, their fields and often their gyms are generally available to and used by youth sports organizations and the surrounding community in the off hours. Sometimes a field that has fallen into disrepair needs only a modest investment to rehabilitate it (and perhaps a commitment from a youth sports organization or the community to help maintain it) in order for the field to be usable again to the school, youth sports organizations, and the community. Other public lands have the same potential for sports use with a modest investment. Consequently, these policies stress a partnership between public entities with suitable property and the surrounding community or neighborhood including and especially local youth sports organizations.

## **A. Eligible Activities**

The funds will be available to develop, renovate, or repair sports facilities that increase recreational or athletic opportunities primarily serving persons under 21 years of age. Funds are not available for design work (architectural/engineering services) or permits. Sports facilities are defined as structures or fields intended to be used primarily for athletic purposes. Examples of past grant projects include ball fields, ball courts, BMX courses, and skate parks, among others.

Projects located on publicly owned property are emphasized. Such property may include that currently owned by schools, a city or the County, utility districts, park and recreation service districts, Metro, and other public entities. Projects may be located on private land if the applying youth sports organization or community group is a 501(c)(3) nonprofit and has free and clear title to the property. Exceptions may apply.

- **Maximum Award:**       **\$75,000**
- **One site per application**

## **B. Eligible Geographic Areas**

Any area in King County, Washington including the cities is eligible.

## **C. Eligible Applicants/Recipients**

This program emphasizes partnerships between local community groups and public entities; therefore, applications for projects occurring on publicly owned property must be jointly submitted by a community group or youth sports organization and a specific public entity. We strongly encourage the development a long-term use agreement to govern use of the property and assign maintenance responsibilities. The general public must have access to the facilities. See Legal and Contractual Requirements, Section IV, for further details.

King County will contract with the public entity for the funds, unless that entity requests the County contract with the community group, in which case the community group must have 501(c) (3) nonprofit status. Past recipients include PTSA's, youth sports leagues, and "Friend's of" groups.

## **D. Matching Requirements**

The program is designed to leverage funds from other sources and requires a 1:2 match requirement. This means that applicants must provide \$1 for every \$2 requested. Match will be evaluated based on its adequacy in completing a quality project more than on simply meeting the program requirements.

### **Match Criteria:**

- Resources (cash, volunteer services, etc.) can only be credited toward match requirements after the applicant is awarded a notice to proceed upon contracting. There are two exceptions to this rule: design time and permits can be credited toward match prior to signed contracts. Applicants must keep records of all match expended in order to receive full reimbursement.
- A match may include cash, volunteer labor or donated supplies, equipment, or professional services, such as design, engineering, or professional construction.
- At least 25% of the match must come from the community or sports organization (in contrast to resources from the school district, State or local government, a national or regional foundation, etc.).
- At least 50% of the total match must come from the public entity.
- General labor will be valued at \$15 an hour. Volunteer time devoted to fundraising and completing the project application is **not** considered part of the match.
- Volunteer labor in the form of professional services shall be valued at the reasonable and customary value of the product or service contributed by the professional to the proposed project. Any professional services claimed as a match must be directly related to the project. Please refer to <http://www.workforceexplorer.com> in order to determine hourly wage.
- Assistance or funds from King County will not be accepted as match, nor will any Federal Community Development Block Grant funding.
- The amount and type of match must be appropriate to the needs of the proposed project. The applicant must be prepared to justify that each element of the match, in the amount proposed, is required to complete the proposed project.
- Match contribution may be pledged by the donors at the time of application as opposed to being collected and in-hand. However, the pledged match must be secure; that is, the applicant must have written evidence to support each element of the match from each donor.
- All applications will be checked against the list of match requirements. If the match, as described in the application, does not meet this definition, the application may be considered ineligible.

### **Requesting a Community Match Reduction:**

If the project will be located in and will serve a predominantly low- and moderate-income community, and if the community or youth sports organization is unable to meet the 25% match requirement, applicants may request a community match reduction. Applicants must submit a letter requesting a reduction in community match. The letter must:

- Explain why the reduction is requested
- Confirm that the public agency will make up match difference
- Be signed by both the community group and public agency

### **Section III. Evaluation and Rating Criteria**

Proposed projects which meet the match requirements above will be evaluated and rated based on the criteria below:

#### **A. Neighborhood/Community Impact**

The proposed project addresses a **severe deficiency and high need** for the particular type of youth sports facility in the community (evaluated in relation to type and size of project):

+ 0 to 15 points

Maximum points will be awarded to projects addressing a high priority neighborhood/community youth sports facility need. A project will receive no points if the need for the project is not documented. Evaluators will consider existing facilities when evaluating the proposed project. Examples of documenting need include park plans, community study, or minutes from public meetings.

#### **B. Proposed Project Management**

Proposed project is well-planned and ready for implementation:

+ 0 to 15 points

Maximum points will be awarded to projects that are carefully planned and clearly ready to proceed as soon as a grant award is available. The elements of a good plan include a well-defined scope of work, clear and measurable objectives, activities that will accomplish the objectives within a detailed time frame, indication that the applicant has provided for any specialized knowledge or expertise necessary to accomplish the objectives, and evidence that there is well-established coordination between the joint applicants. Any necessary permits need to be identified and steps taken to obtain them documented. Lastly, applicant needs to describe how the facility will be maintained to a safe and playable standard.

#### **C. Proposed Project Design**

Proposed project is well designed to consider current and future needs.

+ 0 to 15 points

Maximum points will be awarded to projects that are thoughtfully designed and consider the following elements: appropriate and quality materials, potential phasing, accessibility, efficiencies, maintenance, aesthetics, space relationships, and sustainable or green design. For example, an application requesting funds for a synthetic turf will generally outscore an application requesting funds for a grass field.

#### **D. Project Budget**

The proposed **budget** is a reliable representation of the project's expenses:

+ 0 to 10 points

Maximum points will be awarded to projects with reasonable budget estimates that provide a detailed, line item breakdown of project expenses and revenues.

#### **E. Quality of Match**

The proposed match is adequate, **secure, and ready** to expend:

+ 0 to 15 points

This criterion evaluates the realism of the applicant's proposed match, its availability, and its success in combining resources to complete a quality project. Maximum points will be awarded to applicants who demonstrate convincingly that they have a diverse match readily available. For example, evidence of a secure match consisting of cash could be a bank statement and a resolution from the organization reserving a specific amount for the project. If the match is volunteer time, pledge sheets of individual commitments with specific time amounts totaling the proposed match is convincing evidence that the match is secure.

Match will be evaluated based on its adequacy in completing a quality project more than simply meeting the program requirements.

#### **F. Bonus Points**

Five (5) bonus points will be awarded if:

- The application was submitted previously and applicant was advised to make revisions to the project which are reflected in the current application.

Fifteen (15) bonus points will be awarded if:

1. The project is located in a low/moderate-income community. The applicant must show that the project is located in a Census tract that is predominantly (51%) low- and moderate-income (defined as 80% of the median income).

YSFG program staff can provide the Census data. Applicants wishing to qualify for the reduced match are urged to address this issue well before applications are due.

2. The project is located at an elementary school where 40% or more of the students are on the reduced and/or free lunch program. Documentation must be provided to receive credit for bonus points.

## Section IV.

### How Award Decisions Are Made

King County Parks staff will evaluate applications and rank them by score. Using a projection of total funds available, staff will recommend to the King County Executive in October which projects should receive a grant. The Executive will review the recommendations and provide the King County Council with a list of projects as part of the county budget. King County Council will make final award decisions through the passage of the County budget in November.

### Legal and Contractual Requirements

The King County Council decision is not yet notice to proceed. Spending authority comes through a signed contract between King County and the public entity which negotiated through YSFG Program staff following the Council's passage of the budget.

King County will contract with the public entity in most cases, unless the entity wishes otherwise, in which case the community group must be a 501(c)(3) nonprofit. At the time of contracting, the following items will apply:

1. An agreement must be in place between the application partners. The agreement must ensure that priority for use of the improved field or facility is given to persons under the age of twenty-one for the period of time commensurate with the level of funding.

1.	<u>Range \$\$\$</u>	<u>Years</u>
2.	0-14,999	5
3.	15,000-29,999	8
4.	30,000-49,999	12
5.	50,000-75,000	15
2. All necessary construction permits required by the appropriate jurisdiction must be obtained or identified and in the application process.
3. Certificate of Insurance. The agency will note King County as additional insured during the contract period and supply King County with a certificate of insurance that includes appropriate levels of insurance as noted in the contract.
4. Contractors must comply with federal laws governing Fair Labor Standards, Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1991, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) of 1990 (this may impact the scope and cost of projects), and any other applicable federal, State, and local laws.
5. State prevailing wages may apply. This may impact a project's proposed budget.
6. This is a reimbursable grant—funding is not provided up front. Once the County receives evidence that the work been completed, the county will reimburse the contracting agency. Reimbursement may occur in one payment at the time of project completion or in multiple reimbursements as the project proceeds. YSFG Program staff will request a site inspection prior to payment. Projects need to be completed within the two year contract timeframe.

